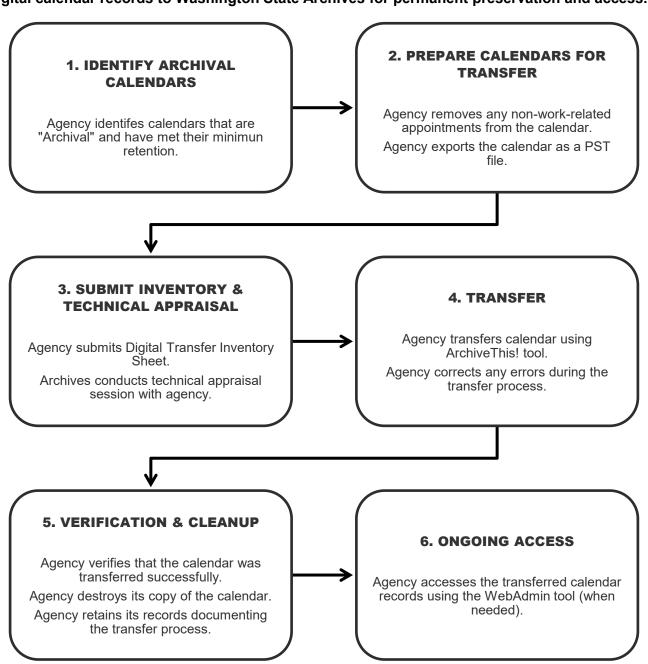
## **Records Management Advice**





## Transferring Archival Records: Overview of Transfer Process for Digital Calendars

Purpose: Provide guidance to state agencies and local government entities on how to transfer digital calendar records to Washington State Archives for permanent preservation and access.



Additional advice regarding the management of public records is available from Washington State Archives:

www.sos.wa.gov/archives recordsmanagement@sos.wa.gov